

Page Denied

ANNUAL SUMMARY OF RECORDS HOLDINGS

(See Instructions on reverse before completing form)

To: General Services Administration (NC)
Washington, DC 20408

REPORTING PERIOD (from to)

1 October 1982 to 30 September 1983

FROM (Reporting unit)

Central Intelligence Agency
Washington, DC 20505**VOLUME OF RECORDS (cubic feet)**

STATUS—ACTION	DEPARTMENTAL		FIELD		TOTAL (e)	
	CURRENT FILE ROOMS AND OFFICES (a)	STAGING, HOLDING AND OTHER STORAGE AREAS (b)	CURRENT FILE ROOMS AND OFFICES (c)	STAGING, HOLDING AND OTHER STORAGE AREAS (d)		
1. ON HAND—BEGINNING OF PERIOD	180,158				180,158	
2. TRANSFERRED TO:						
a. FEDERAL RECORDS CENTERS OR NATIONAL ARCHIVES						
b. OTHER AGENCIES						
3. DESTROYED	95,506				95,506	
4. ON HAND—END OF PERIOD	184,630				184,630	
5. MAGNETIC TAPE (Number of reels included in item 4(e))				NO. OF REELS 105,457		
6. AUDIO VISUAL RECORDS (Volume of each included in item 3(e) destroyed under the authority of 101-11.404-2, General Records Schedule 21).			STILL PICTURES	MOTION PICTURES	SOUND RECORDINGS	VIDEO RECORDINGS

CERTIFICATION:

The records holdings reported on this form are covered adequately by current and operational Records Control Schedules as provided by Subpart 101-11.4, "Disposition of Federal Records" of the Federal Property Management Regulations.

☒ Yes ☐ No (If "No", please attach explanation)

REMARKS (Include comments on significant increases or decreases in holdings, any plans for records cleanout campaigns, or any other significant records disposition matters.)

NAME OF PERSON WITH WHOM TO CONFER

PHONE NUMBER

DATE PREPARED

TITLE

SIGNATURE

11-15-83

Director of Information Services

136 108

NSN 7540-00-634-4094
Previous Edition Not UsableSTANDARD FORM 136 (REV 5-79)
Prescribed by GSA FPMR 101-11.102-7

AGENCY RECORDS CENTER ANNUAL REPORT		1 October 1982 - 30 September 1983	
INSTRUCTIONS: This form (original only) is to be submitted within 60 days after the close of each fiscal year to the General Services Administration (NC), Washington, DC 20408, for each agency records center.		2. DEPARTMENT OR AGENCY	
		Central Intelligence Agency	
		3. LOCATION OF RECORDS CENTER (Street, city, and State)	
4. Volume of records on hand at the beginning of the fiscal year	CUBIC FEET 93,625	9. Average number of personnel employed by the center during the fiscal year	NUMBER 18
5. Volume of records accessioned during the fiscal year	CUBIC FEET 15,655	10. Average amount of space occupied by the center during the fiscal year	SQUARE FEET 43,188
6. Volume of records disposed of during the fiscal year	CUBIC FEET 2,488	11. Number of 4- and 5-drawer units of steel filing equipment utilized at the end of the fiscal year	NUMBER 6
7. Volume of records transferred from the center during the fiscal year	CUBIC FEET 4,985	12. Number of steel transfer cases (drawers) utilized at the end of the fiscal year	NUMBER 0
8. Volume of records on hand at the end of the fiscal year	CUBIC FEET 101,807	13. Total number of reference services provided during the fiscal year*	NUMBER 110,640
NAME OF PERSON WITH WHOM TO CONFER		TELEPHONE NO.	
STAT			
TITLE		SIGNATURE	
STAT		DATE	
Director of Information Services		11-15-83	

NOTE: Nonrecord material is to be included in the

*Reference services comprise (1) each file item furnished on loan or for reproduction or for reference use in the center and (2) each occasion on which information is furnished from the records (orally or written). A file item may be a single document, a folder, a bound volume, etc., depending upon the physical manner in which the records are stored, removed and furnished to the inquirer. If the request is for one document or several documents filed separately, each document constitutes a file item. If the request is for certain folders, each folder constitutes an item, etc.

137-103

STANDARD FORM 137 (REV. 7-80)
Prescribed by GSA, FPMR (101-11.412-4)

1 October 1982-30 September 1983

AGENCY RECORDS CENTER ANNUAL REPORT

INSTRUCTIONS: This form (original only) is to be submitted within 60 days after the close of each fiscal year to the General Services Administration (NC), Washington, DC 20408, for each agency records center.

2. DEPARTMENT OR AGENCY

Agency Archives and Records Center

3. LOCATION OF RECORDS CENTER (Street, city, and State)

4. Volume of records on hand at the beginning of the fiscal year

CUBIC FEET

93,625

9. Average number of personnel employed by the center during the fiscal year

NUMBER

18

5. Volume of records accessioned during the fiscal year

CUBIC FEET

15,655

10. Average amount of space occupied by the center during the fiscal year

SQUARE FEET

43,188

6. Volume of records disposed of during the fiscal year

CUBIC FEET

2,488

11. Number of 4- and 5-drawer units of steel filing equipment utilized at the end of the fiscal year

NUMBER

6

7. Volume of records transferred from the center during the fiscal year

CUBIC FEET

4,985

12. Number of steel transfer cases (drawers) utilized at the end of the fiscal year

NUMBER

0

8. Volume of records on hand at the end of the fiscal year

CUBIC FEET

101,807

13. Total number of reference services provided during the fiscal year *

NUMBER

110,640

NAME OF PERSON WITH WHOM TO CONFER

TE

TITLE

SIGNATURE

DATE

Chief, Archives & Records Center

12 October 1983

NOTE: Nonrecord material is to be included in the volume

*Reference services comprise (1) each file item furnished on loan or for reproduction or for reference use in the center and (2) each occasion on which information is furnished from the records (orally or written). A file item may be a single document, a folder, a bound volume, etc., depending upon the physical manner in which the records are stored, removed and furnished to the inquirer. If the request is for one document or several documents filed separately, each document constitutes a file item. If the request is for certain folders, each folder constitutes an item, etc.

137-103

STANDARD FORM 137 (REV. 7-80)
Prescribed by GSA, FPMR (101-11.412-4)

ANNUAL SUMMARY OF RECORDS HOLDINGS

(See Instructions on reverse before completing form)

INTERAGENCY REPORT CONTROL NO **1094-GSA-AN**

REPORTING PERIOD (From To)

To:

FROM (Reporting unit)

VOLUME OF RECORDS (cubic feet)

STATUS—ACTION	DEPARTMENTAL		FIELD		TOTAL (e)
	CURRENT FILE ROOMS AND OFFICES (a)	STAGING, HOLDING AND OTHER STORAGE AREAS (b)	CURRENT FILE ROOMS AND OFFICES (c)	STAGING, HOLDING AND OTHER STORAGE AREAS (d)	
1. ON HAND—BEGINNING OF PERIOD	184,630				184,630
2. TRANSFERRED TO:					
a. FEDERAL RECORDS CENTERS OR NATIONAL ARCHIVES					
b. OTHER AGENCIES					
3. DESTROYED					
4. ON HAND—END OF PERIOD	186,424				186,424
5. MAGNETIC TAPE (Number of reels included in item 4(e))				NO. OF REELS 101,090	
6. AUDIO VISUAL RECORDS (Volume of each included in item 3(e) destroyed under the authority of 101-11.404-2, General Records Schedule 21).			STILL PICTURES	MOTION PICTURES	SOUND RECORDINGS
					VIDEO RECORDINGS

CERTIFICATION:

The records holdings reported on this form are covered adequately by current and operational Records Control Schedules as provided by Subpart 101-11.4, "Disposition of Federal Records" of the Federal Property Management Regulations.

☐ Yes ☐ No (If "No", please attach explanation)

REMARKS: (Include comments on significant increases or decreases in holdings, any plans for records cleanout campaigns, or any other significant records disposition matters).

NAME OF PERSON WITH WHOM TO CONFER

PHONE NUMBER

DATE PREPARED

TITLE

SIGNATURE

GENERAL

This report is required by GSA Regulations FPMR 101-11.102-7. Submit the report for each fiscal year to the National Archives and Records Service, GSA (NCD), within 30 days after the close of the fiscal year.

Records to be included in the total volume of records should comprise:

1. All the records of the reporting agency;
2. Records held at agency sites for GAO audit; and
3. Official Personnel Folders (records of the Office of Personnel Management) in the custody of the reporting agency.

A Standard Form 136 shall be submitted for each Agency, Bureau, Service or other organizational unit which has a National Archives and Records Service assigned record group number. If an organizational unit has no record group its records holding should be totaled in with the next higher organizational level which does have a record group.

No volume should be included for Agency records centers operated by the reporting agency, in accordance with GSA Regulations FPMR 101-11.412.4. This data should be submitted as separate reports on Standard Form 137, Agency Records Center Annual Report.

DEFINITIONS

"Departmental" means the headquarters office of the reporting agency, as contrasted to its field offices, but excludes Agency records centers.

"Records" includes all books, papers, maps, photographs, machine readable records, or other documentary materials, regardless of physical form or characteristics made or received by an agency of the United States Government under Federal law or in connection with the transactions of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

"Field" means the reporting agency's offices other than the headquarters office and Agency records centers.

"Staging, Holding, and Other Storage Areas" means areas at departmental or field locations formally designated for staging and holding purposes, as well as all other storage

areas except current file rooms and offices, Agency records centers, and Federal records centers.

The term "magnetic tape" includes all tapes on which data are recorded as part of an automated data processing or information retrieval systems. Audio recordings of music, speeches, and the like are not included.

EQUIVALENTS

For the purpose of this report, volume may be calculated according to the following table of cubic foot equivalents:

Filing cabinets:

One letter-size drawer = 1½ cubic feet
One legal-size drawer = 2 cubic feet

Filing cases:

One 3- by 5-inch case = 1/10 cubic foot
One 4- by 6-inch case = 1/4 cubic foot
One 5- by 8-inch case = 1/4 cubic foot

Shelf files:

Letter-size, 1 linear foot = 4/5 cubic foot
Legal-size, 1 linear foot = 1 cubic foot

Tabulating cards:

10,000 cards = 1 cubic foot

Outsized equipment:

Inside cubic measurement

Magnetic tape:

Seven reels = 1 cubic foot

Microfilm:

100 16mm reels (100 feet) = 1 cubic foot
50 35mm reels (100 feet) = 1 cubic foot

Still pictures:**Negatives**

2300 35mm 6 exposure strips = 1 cubic foot
8640 2- by 2-inch mounted slides = 1 cubic foot
2184 4- by 5-inch film sheets = 1 cubic foot
5960 2¼- by 3¼-inch film sheets = 1 cubic foot

Prints

2350 8- by 10-inch glossies or contact sheets = 1 cubic foot
9400 4- by 5-inch glossies = 1 cubic foot

Motion pictures:

Six 35mm reels (1000 feet) = 1 cubic foot
11 16mm reels (1200 feet) = 1 cubic foot
15 16mm reels (800 feet) = 1 cubic foot
32 16mm reels (400 feet) = 1 cubic foot

Sound recordings:

76 16 inch disc recordings = 1 cubic foot
144 12 inch disc recordings = 1 cubic foot
48 7 inch audiotape reels = 1 cubic foot
16 10 inch audiotape reels = 1 cubic foot

Video recordings:

Ten ¾ inch cassettes = 1 cubic foot
Three 2 inch reels = 1 cubic foot
Nine 1 inch reels = 1 cubic foot
43 ½ inch reels = 1 cubic foot